

<b>GEARTECH</b>	CHECKLIST	No. CK5000		SHEET 1 OF 7
		Rev. A		
Quality Assessment	BY RLE		DATE 3/22/98	
	CKD JRM		DATE 3/23/98	
MANAGEMENT RESPONSIBILITY				
Question	Y	N	R	Comments
Is there a documented quality plan?				
Is the quality plan understood, implemented, and maintained in all departments?				
Has a person been assigned to ensure the quality plan is implemented and maintained?				
Does management periodically review the quality plan?				
Are management reviews documented?				
Is there an organizational chart that defines responsibilities of each department?				
QUALITY SYSTEM				
Question	Y	N	R	Comments
Is there written procedures for the following:				
Preparing quality plans for customer requirements.				
Process control.				
Special processes.				
Receiving Inspection.				
In-process Inspection.				
Final Inspection.				
Calibration.				
Nonconforming Product.				
Corrective Action.				
Product Handling.				
Product Storage.				
Product Shipping.				
Internal Quality Audits.				

<b>GEARTECH</b>	CHECKLIST			No. CK5000	SHEET 2 OF 7
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CONTRACT REVIEW					
Question	Y	N	R	Comments	
Are there written procedures for defining contract requirements?					
Are there written procedures for ensuring capabilities meet customer requirements?					
Are all persons responsible for contract reviews identified?					
Are contract reviews documented?					
DESIGN CONTROL					
Question	Y	N	R	Comments	
Are responsibilities identified for each design and development activity?					
Are design requirements identified, documented, and reviewed?					
Are design calculations and analyses documented?					
Are design calculations and analyses updated as the design evolves?					
Do persons independent from the designers review design plans?					
Are design reviews documented?					
Are there procedures for distributing design documents?					
Are there procedures for revising design documents?					
Are codes and standards controlled for revision status?					
Is software controlled for revision status?					
DOCUMENT CONTROL					
Question	Y	N	R	Comments	
Is there a master list or procedure to ensure no outdated documents are used?					
Are applicable documents available at all locations where they are needed?					

<b>GEARTECH</b>	CHECKLIST			No. CK5000	SHEET 3 OF 7
				Rev. A	
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Question	Y	N	R	Comments	
Are obsolete documents removed from all points of use?					
Are all documents subject to revision control and are all revisions properly approved?					
Is there a procedure for revising:					
Routers.					
Work Orders.					
Material Specifications.					
Calibration Procedures.					
NDT Procedures.					
Purchase Orders.					
Drawings.					
PURCHASING					
Question	Y	N	R	Comments	
Is there an approved subcontractor list?					
Are subcontractors audited for capabilities to meet quality requirements?					
Are purchase orders reviewed and approved before release?					
Do purchase orders afford your customer right-of-access to audit subcontractor?					
PRODUCT IDENTIFICATION AND TRACEABILITY					
Question	Y	N	R	Comments	
Is product identified throughout all stages of production, delivery, and installation?					
Is product traceable to material heat and melt numbers?					
PROCESS CONTROL					
Question	Y	N	R	Comments	
Are documented work instructions available at each workstation?					
Do documented work instructions ensure compliance with the quality plan?					

<b>GEARTECH</b>	CHECKLIST			No. CK5000	SHEET 4 OF 7
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Question	Y	N	R	Comments	
Are workmanship criteria defined in work instructions?					
Are manufacturing and assembly procedures monitored?					
Where NDT is not possible, is the process monitored to ensure requirements are met?					
PROCESS CONTROL (Nondestructive Testing)					
Question	Y	N	R	Comments	
Are NDT technicians certified and are certifications documented?					
Is NDT equipment properly calibrated?					
Are documented NDT procedures at each NDT workstation?					
Are results of NDT properly documented?					
Is nonconforming product properly identified and isolated?					
PROCESS CONTROL (Heat Treatment)					
Question	Y	N	R	Comments	
Is heat treatment equipment properly calibrated?					
Is product traceable to furnace charts and temperature records?					
Are documented heat treat procedures at each heat treat workstation?					
Are results of heat treat properly documented?					
INSPECTION AND TESTING					
Question	Y	N	R	Comments	
Is received material inspected and verified to be conforming before processing?					
Are documented inspection procedures at each receiving workstation?					
Are results of receiving inspection properly documented?					

<b>GEARTECH</b>	CHECKLIST			No. CK5000	SHEET 5 OF 7
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Question	Y	N	R	Comments	
Are material test reports reviewed for conformance to acceptance criteria?					
Are documented inspection procedures at each in-process workstation?					
Are products held until in-process inspection is complete?					
Are documented final inspection procedures at each final inspection workstation?					
Are results of final inspection properly documented?					
Is nonconforming product properly identified and isolated?					
<b>INSPECTION, MEASURING AND TESTING EQUIPMENT</b>					
Question	Y	N	R	Comments	
Are measuring and test equipment calibrated to recognized standards?					
Has precision and accuracy of all measuring equipment been determined?					
Are calibration records labeled on each instrument?					
Are measuring and test equipment periodically checked for effectiveness?					
Are measuring and test equipment protected against unauthorized adjustments?					
<b>INSPECTION AND TEST STATUS</b>					
Question	Y	N	R	Comments	
Can inspection and test status of product be readily determined?					
Is product stamped or marked by other means to identify it as conforming or nonconforming?					
Is the authority for release of conforming product documented?					
<b>CONTROL OF NONCONFORMING PRODUCT</b>					
Question	Y	N	R	Comments	
Are there areas to isolate nonconforming product?					

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Question	Y	N	R	Comments	
Is the authority for review of conforming product documented?					
Is disposition of nonconforming product documented?					
Is acceptance or rework documented to reflect actual condition?					
Is reworked product re-inspected in accordance with documented procedures?					
CORRECTIVE ACTIONS					
Question	Y	N	R	Comments	
Are causes of nonconforming product investigated?					
Are procedures, QA records, service reports, and customer complaints analyzed?					
Are corrective actions documented?					
Are corrective actions verified for effectiveness?					
HANDLING, STORAGE, PACKAGING AND DELIVERY					
Question	Y	N	R	Comments	
Are there documented procedures for:					
Handling.					
Storage.					
Packaging.					
Delivery.					
Is condition of stored materials assessed at intervals?					
QUALITY RECORDS					
Question	Y	N	R	Comments	
Are QA records controlled for:					
Identification.					
Collecting.					
Filing.					
Storage.					

<b>GEARTECH</b>	CHECKLIST			No. CK5000	SHEET 7 OF 7
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Question	Y	N	R	Comments	
Maintenance.					
Disposition.					
Retention time.					
Do quality records include:					
Management review records.					
Contract review records.					
Design review records.					
Subcontractor performance records.					
Product traceability records.					
Special process qualification records.					
Inspection and testing records.					
Calibration records.					
Nonconforming product disposition records.					
Customer complaint records.					